

# H-1B BENEFICIARY REQUEST FORM

For H-1B Beneficiary Use

Office of International Students & Scholars (ISS)  
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In order to help your department obtain H-1B status for you, please complete this form and submit it to ISS along with the supporting documents listed on checklist at the end of this form. *Type or print clearly. All questions must be answered. Write "N/A" where appropriate.*

- New H-1B
- Current H-1B changing employer to UNLV
- New Concurrent Employment (will continue H-1B employment at another employer and work simultaneously at UNLV)

## Part 1. H-1B Beneficiary Biographical Information

Name (exactly as appears on passport) \_\_\_\_\_  
Family/Last Name First/Given Name Middle Name

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender \_\_\_\_\_ Country of Birth \_\_\_\_\_  
mm dd yyyy

Country of Citizenship \_\_\_\_\_ Country of Legal Permanent Residence \_\_\_\_\_  
(if different from citizenship)

Marital Status \_\_\_\_\_ Social Security Number (if any) \_\_\_\_\_

Foreign Address \_\_\_\_\_

U.S. Home Address (if applicable) \_\_\_\_\_

Current Home Phone No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

- Highest Level of Education (please check one box only):
- Bachelor's Degree
  - Master's Degree (for example: MA, MS, Meng, Med, MSW, MBA)
  - Professional Degree (for example: MD, DDS, DVM, LLB, JD)
  - Doctorate Degree (for example: PhD, EdD)

Major/Primary Field of Study \_\_\_\_\_

## Part 2. Complete only if you are currently in U.S.

Initial Arrival Date in U.S. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Most Recent Arrival Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy mm dd yyyy

I-94 No. \_\_\_\_\_

Current Non-Immigrant Status F-1 F-2 J-1 H-1B TN Other (specify) \_\_\_\_\_

Expiration Date of current status (ending date on I-20, EAD, DS-2019, I-797, etc.) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy

Do you have any plans to travel outside of the U.S. between now and the start date of the H-1B petition?  Yes  No If yes, please list dates of travel below. Consult with ISS before finalizing travel plans.

**Part 3. H-1B Petition Information**

If you will apply for an H-1B visa outside the U.S., specify the City and Country of the U.S. Embassy/Consulate where you will apply:

Have you ever been in J-1 status? ( ) Yes ( ) No

If yes, are you or were you subject to the 2-year home residence requirement (212[e])? ( ) Yes ( ) No

If yes, have you fulfilled this requirement by obtaining a waiver or by going home for 2 years? ( ) Yes ( ) No  
*If you are still subject to 212[e], you are not eligible for H-1B status.*

Have you been granted H-1B status during the last 7 years? ( ) Yes ( ) No If yes, please list dates and employer(s) below. Include INS/USCIS case numbers if available. Provide copies of approval notices and I-94s.

Have you been denied H-1B status during the last 7 years? ( ) Yes ( ) No If yes, explain below.

Have you ever been granted any other H status (such as H-4 Dependent)? ( ) Yes ( ) No If yes, please explain below:

Are you in exclusion or deportation proceedings? ( ) Yes ( ) No If yes, please explain on a separate sheet.

Has a permanent residency labor certification been filed on your behalf? ( ) Yes ( ) No

Has an I-140 immigrant visa petition been filed on your behalf? ( ) Yes ( ) No If yes, please explain: \_\_\_\_\_

Have you filed an I-485 application for permanent residence with INS/U.S. Citizenship & Immigration Services? ( ) Yes ( ) No  
If yes, please explain: \_\_\_\_\_

**Part 4. Family Information**

( ) I do NOT have dependents (spouse/children) in the U.S.

( ) My dependents do NOT require H-4 status (i.e., they have their own status independent of my status).

( ) I DO have \_\_\_\_\_ dependents who require H-4 status. If dependents are currently in the U.S. and need to apply for H-4 status, please complete Form I-539 (available at <http://uscis.gov/graphics/formsfee/forms/index.htm>) and submit it to ISS with this form.

Please list any dependent family members' entry and departure dates for all trips in and out of the U.S. while holding H status for the last six years. Include name, relationship to you, and INS/USCIS case numbers if available. Provide copies of approval notices and I-94s. \_\_\_\_\_

**I certify that the information above and documents submitted are true and correct.**

Signature of Beneficiary \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## BENEFICIARY CHECKLIST – SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

**A. All H-1B Beneficiaries:**

1. Three copies of diploma/certificate and grade transcript for highest degree AND English translation if applicable
2. Three copies of professional credential evaluation of your highest degree if it was not earned in the U.S. (contact ISS for more information)
3. Three copies of current Curriculum Vitae
4. Three copies of Certification of Translator Form (if applicable)
5. Three copies of passport identification and expiration page(s)
6. If currently in the U.S., two copies of I-94 (front & back) from latest official entry into the U.S.
7. If currently in the U.S., two copies of entry visa in passport

**IN ADDITION, any H-1B beneficiary currently in the U.S. must submit the following:**

**B. If in F-1 or F-2 status:**

1. Two copies of all previous I-20(s)
2. Two copies of Employment Authorization Document(s) (EAD), if applicable
3. If currently in F-2 status, submit two copies of F-1's I-94 (front & back)

**C. If in J-1 or J-2 status:**

1. Two copies of all previous IAP-66/DS-2019(s) (front & back)
2. Two copies of U.S. Dept. of State waiver letter of two-year home residence requirement (212[e]) and USCIS approval notice or receipt notice (if received), if applicable
3. If currently in J-2 status, submit two copies of J-1's I-94 (front & back)
4. Two copies of Employment Authorization Document(s) (EAD), if applicable

**D. If in H-1B or H-4 status:**

1. Two copies of all previous I-797 Approval Notice(s)
2. If currently in H-1B status with another employer, submit two copies of a letter from currently employer stating that you are currently employed
3. If currently in H-4 status, submit two copies of H-1B's I-94 (front & back) and evidence of H-1B's maintenance of status (letter from current employer)

**E. If Dependent(s) are currently in the U.S. and need to apply for H-4 status:**

1. Completed Form I-539 (dependents' application to request an extension of stay and/or a change of status) (Form I-539 is available on USCIS website <http://uscis.gov/graphics/formsfee/forms/index.htm>)
2. Two copies of dependents' previous I-797 Approval Notice(s), if applicable
3. Two copies of dependents' I-94(s) (front & back), entry visa(s), and passport identification page(s)
4. USCIS I-539 Fee \$140 (separate check or money order in U.S. dollars payable to *U.S. Citizenship & Immigration Services*)
5. Two copies of marriage certificate AND English Translation, if applicable
6. Two copies of any previous Employment Authorization Documents (EADs)

Additional information may be requested.

## CERTIFICATION OF TRANSLATOR

TO U.S. CITIZENSHIP & IMMIGRATION SERVICES:

I, \_\_\_\_\_, hereby certify that I am competent to translate from the  
\_\_\_\_\_ language into English and that the attached is the accurate translation of  
the original document(s).

\_\_\_\_\_  
Print Name & Title of Translator

\_\_\_\_\_  
Signature of Translator

\_\_\_\_\_  
Date Signed